

Defense Contract Management Command
PLAS Program Management Center

PLAS - O - GRAM <97-09>

PLASmongers,

Two PLAS-O-GRAMs in one day - a new record!

The PLAS Program Management Center (PMC) has been asked to clarify who should be reporting what time into PLAS. Mr. Brunk has done just that in the DCMC memorandum of July 2, 1997 shown below. Dissemination of a DCMC memorandum being what it is, we thought further distribution through the PLAS Administrators would be a plus.

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS

ALL HEADQUARTERS DCMC EMPLOYEES

SUBJECT: Reporting Work Hours into the Performance Labor Accounting System (PLAS)

Guidance on reporting work hours into PLAS appears in the PLAS User's Manual. This letter is to clarify any confusion as to the number of work hours which should be reported into PLAS.

Civilian employee PLAS hours should mirror the hours reported in the Time Attendance and Labor Exception System (TALES). If overtime or Compensatory time is approved, the hours must be identified in PLAS in the same manner they are reported in TALES.

Military personnel PLAS hours should be entered as a 40 hour work week, even though they may exceed the normal 40 hour work week. In the event that the agency does move to the Defense Working Capital Fund (DWCF), military personnel would be reimbursed at the annual cost of their rank in the military.

The point of contact is Ms. Susan Shaver, DCMC Headquarters, Business Management and Analysis Team, at (703) 767-2391 or DSN 427-2391, e-mail address, susan_shaver@hq.dla.mil.

/s/ THOMAS E. BRUNK
Executive Director
Operational Assessment and Programming

Identical guidance is provided in Section H of Chapter 4 in the new PLAS 8.01 User's Manual. If you haven't seen the new User's manual, a copy is downloadable from the PLAS homepage, address www.plas.dcmdc.dla.mil.

Please distribute this PLAS-O-GRAM far & wide.

Respectfully,
Don Peterson